

Third party copyright clearance register

Project: <insert project name>

Year: <insert year>


Lead agent: <insert RTO name>

Copyright owner: Commonwealth of Australia

Project Manager: <insert name>

Writer: <insert name>

Example only below – please delete example and complete the template following with your third party information

Item No.	CONTENT: Third party copyright material description	Context of use:	Copyright owner contact details	Req date	Agr date	Exp date	Conditions and acknowledgements obtained
	<p>Identify material fully by citing title, author, date of publication, chapter, page etc or website URL, organisation, feature, subject of photograph, etc – attach photocopy if appropriate.</p> <p>ALL third party materials proposed for use must be identified here and a hard copy securely stored on file.</p>	<p>Enter how you wish to use third party material and in what format.</p> <p>Link, reproduce or adapt material</p> <p>Print, online, CD, DVD etc</p>	<p>Enter third party copyright owner details</p> <p>Name</p> <p>Contact email, phone or address.</p>	<p>Request date: when request made.</p> <p>Agreement date: when agreement received.</p> <p>Expiry date: where copyright owners have placed a time limit on the use of their materials.</p>			<p>Conditions required by the copyright owner, and acknowledgements for all third party content must be included in this column (and preferably highlighted).</p>
1	<p>Units of competency for <i>Certificate III in Hairdressing</i> WRH30106 are being used from the WRH06 Training Package</p>	<p>Used throughout resource</p>	<p>Commonwealth of Australia 2012 through the Department of Industry, Innovation, Science, Technology and Tertiary Education</p> <p>http://training.gov.au/Training/Details/WRH30106</p>				<p>Ok to use.</p> <p>Imprint page acknowledgement:</p> <p>This resource contains units of competency from the WRH06 Hairdressing Training Package – WRH30106 <i>Certificate III in Hairdressing</i>, © Commonwealth of Australia, used under the Creative Commons Attribution 3.0 Australia (http://creativecommons.org/licenses/by/3.0/au) licence.</p> <div>  </div>

Item No.	CONTENT: Third party copyright material description	Context of use:	Copyright owner contact details	Req date	Agr date	Exp date	Conditions and acknowledgements obtained
2	Screen shot of an electronic calendar tool from Microsoft ® Outlook. 	Reproduced	Microsoft info@microsoft.com	17/11/09	12/11/09		Ok to use Acknowledgement: "Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation."
3	Image - Human Body systems  found at www.h2only.com.au/.../tabid/139/Default.aspx	Reproduced	H2Only Water Purification Systems Pty Ltd 52 Frobisher Street Osborne Park Perth Western Australia 6017 t: 1800 352 011 (Freecall) e: sales@h2only.com.au	17/11/09	20/11/09		You have our permission to reproduce the diagram, please acknowledge H2Only. Acknowledgement: Reproduced with the permission of H2Only Water Purification Systems

Output 1: <insert output name>

Please add in additional tables for each additional output produced within the project.

Item No.	CONTENT: Third party copyright material description	Context of use:	Copyright owner contact details	Req date	Agr date	Exp date	Conditions and acknowledgements obtained
	<p>Identify material fully by citing title, author, date of publication, chapter, page etc or website URL, organisation, feature, subject of photograph, etc – attach photocopy if appropriate.</p> <p>ALL third party materials proposed for use must be identified here and a hard copy securely stored on file.</p>	<p>Enter how you wish to use third party material and in what format.</p> <p>Link, reproduce or adapt material</p> <p>Print, online, CD, DVD etc</p>	<p>Enter third party copyright owner details</p> <p>Publisher Name</p> <p>Publisher contact email or address and author details.</p>	<p>Request date: when request made.</p> <p>Agreement date: when agreement received.</p> <p>Expiry date: where copyright owners have placed a time limit on the use of their materials.</p>			<p>Conditions required by the copyright owner, and acknowledgements for all third party content must be included in this column (and preferably highlighted).</p>
1							
2							
3							
4							

This is to certify that all materials (including all text, graphics, audio, videos, tables and the like) that comprise the content for the development of this output/s are:

- * free from any copyright restrictions for profile online/digital/publications delivery, or
- * identified as requiring copyright clearance and clearance has been received.

Signed:

Date:

Project Manager

